



Current
 Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Office Technician (Typing)	Working Title Office Technician (Typing)
Employee Name	Position Number 799-103-1139-910
Project/Division Name Office of California Surgeon General	Supervisor's Name Lauren Groves
Unit Click here to enter text.	Supervisor's Classification CEA A
Physical Work Location 1215 O Street, MS-08, Floor 11	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Click here to enter text.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the general supervision of the Special Advisor, the Office Technician (OT) provides support for the staff of the Office of the California Surgeon General (OSG). The OT performs a variety of the most difficult clerical duties to support the administrative functions within the OSG, as well as the CA Health and Human Services Agency (CalHHS). The OT is expected to consistently demonstrate a high degree of initiative, good judgement, independence, and follow-through in performing assigned tasks. In addition, the OT is expected to have experience using standard Microsoft programs (e.g., Word, Excel, Outlook, PowerPoint and others) to prepare and finalize documents; handle incoming and outgoing mail; maintain general procedures and file system.</p>	
Percentage of Duties	Essential Functions
30%	Provides support to OSG for all special projects. Receives, tracks, and delegates correspondences, documents and routine matters to the OSG through an established routing system. Independently or with minimal direction, prepares original correspondence pertaining to routine program inquiries. Reviews and edits correspondences for consistency with OSG policies and procedures. Develops and maintains internal systems to screen, prioritize, and organize incoming correspondences, and other sensitive documentation. This includes maintaining an automated correspondence control system; activity logs, manuals, forms, and filing systems. Performs accessibility/remediation for OSG documents.
25%	Provides receptionist duties for CalHHS and answers, screens, and routes incoming phone calls in an efficient and professional manner, using tact and good judgment; greets all visitors in a professional and courteous manner; gathers basic information for responses, as requested. Researches and provides responses to the less complex inquiries, logs and tracks inquiries. Schedule appointments, coordinate meeting rooms, as necessary; and meeting materials. Acts as the travel coordinator, makes travel arrangements, process travel expense claims, and updates travel procedures. Date stamps, sorts, and routes incoming mail and documents; scans, and photocopies documents. Coordinate activities and works with other staff when other organizations are involved; provides direction to other clerical staff when necessary.
15%	Maintains accurate mandatory training records for OSG. Provides all staff timely notifications to ensure full compliance in completion of Defensive Driver Training, Ethics Training, Sexual Harassment Prevention Training, and Protecting Privacy in State Government. Communicates compliance issues to the SSM I. Maintains copies of all mandatory training completion certificates. Assists the SSM I with gathering and

15%	providing data requested during compliance review audits in a timely manner. Tracks collection of information for Form 700 documentation and maintains records for all staff.
10%	Performs clerical support including typing sensitive, controversial, or confidential memoranda, reports, and correspondence; editing and reformatting documents as necessary to conform with established correspondence protocols. Independently prepares correspondence in response to verbal or written inquiries for signature. Supports event needs through printing and collating of materials for OSG speaking engagements.
5%	Orders OSG supplies and equipment. Maintain and manage the supply room and keep the inventory organized. Periodically survey staff needs for supplies. Provides IT and A/V support. Reserves conference rooms and maintains Calendly meeting schedules.
	Completes other duties as appropriate for the Office Technician classification.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

N/A

6. SIGNATURES

Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.	
Supervisor's Name (Print)	
Supervisor's Signature	Date

7. HRD USE ONLY

Human Resources Division Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

**** AFTER SIGNATURES ARE OBTAINED:**

- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE**